

Amending a Private Provider License

Note: In order to amend a private provider license, you need an assignment to the provider record.

There are multiple reasons for amending a private provider's license. Based on the amendment reason, there are different ways to document the amended license in eWiSACWIS. This guide shows the various ways to amend a private provider license.

Amending a License for Change in Address

1. From the desktop, go to the Provider tab and click the Create Provider Work hyperlink
[Create private provider](#) or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.

The screenshot shows the eWiSACWIS interface. At the top is a navigation bar with tabs: Home, Cases (426), Providers (193), Workers (64), Approvals (1107), Access Reports (121), ICPC Referrals (3), and Home Inq (32). Below the navigation bar is a 'Providers' section. On the left, there are filters: 'Filter by:' with options for 'Date restricted' (unchecked) and 'Not approved/cancelled' (checked), and 'Providers: 193' with a 'Multiselect' option. On the right, there are two links: 'Create provider work' and 'Create private provider', which is highlighted with a red box. There is also a search bar and refresh/print icons.

2. On the Create Provider Work page, select Create Physical Address from the Maintenance drop-down and select the appropriate provider. Click the Create button. This will open the Create Physical Address page.

The screenshot shows the 'Create Provider Items' page. On the left, there is a list of categories: Administrative, Check, Imaging, License, Maintenance, Narrative, Payment, Support Plans, and Unlicensed Complaint. The 'Maintenance' category is expanded, showing a dropdown menu with options: 'Create Physical Address', 'Maintain Address', 'Maintain Physical Address', and 'Maintain Provider'. The 'Create Physical Address' option is selected. On the right, there is a list of providers: 'ABC Shelter Care (9221765)', 'Hunnicut, BJ (70000000)', and 'Pierce, Benjamin (70000001)'. At the bottom right, there are 'Create' and 'Close' buttons.

3. On the Create Physical Address page, the first group box is the Provider box. The provider's name and type will pre-fill. The next group box is the Previous Physical Address box. This box will pre-fill with the address that is currently in eWiSACWIS.

The third box is the Current Physical Address box. This is the residence that the provider just moved to that you would be updating. Enter the Street address, City, Zip, County of Residence, and Effective Date. The Effective Date will default to today's date but can be changed. When a provider moves and a new physical address is entered, eWiSACWIS closes the current active license the day before the Effective Date entered on this page and creates a new pending license as of the Effective Date. The remaining fields are optional. Click Save.

Create Physical Address - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Provider

Name: ABC Shelter Care Type: Shelter Care

Previous Physical Address

C/O: care of field

Street: 321 1st Street Apt:

City: Madison State: WI ZIP: 53701 County of Residence: Dane Country: United States

Home: (608)123-1234 Ext: Work: Ext: Fax: (608)444-7777 Effective Date: 06/03/2013

Current Physical Address

C/O:

Street: 123 State Street Apt:

WI City: Madison, 53701 City: Madison

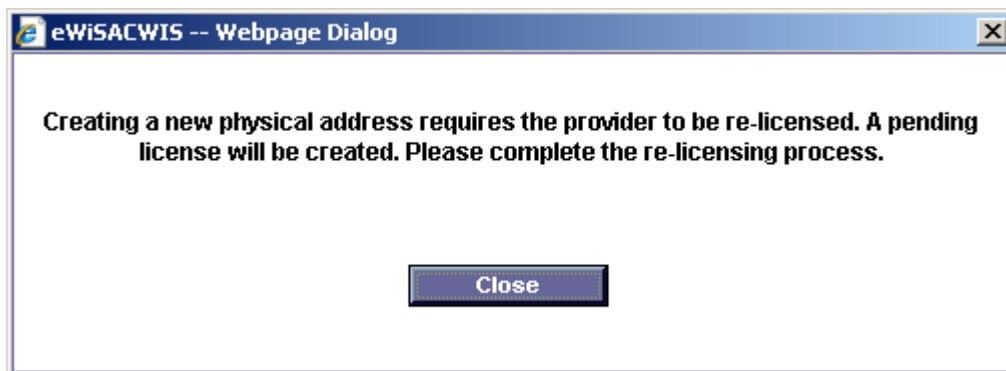
State: WI ZIP: 53701 County of Residence: Dane Country: United States

Home: (608)123-1234 Ext: Work: Ext: Fax: (608)444-7777

E-Mail: ABCShelterCare@email.com Effective Date: 02/05/2015

Save Close

4. When the provider has an Active license, you will receive the following message:



Click the Close button on the message.

5. On the Create Physical Address page, click the Close button to return to your desktop.

6. Access the new Pending license from your desktop via the [Facility License](#) link.

ABC Shelter Care (9221825)

Provider details:
 Shelter Care
 License status: Pending - Regular

Provider address:
 321 1st Street
 Madison, WI 53701 (Dane County)
 (608) 123-1234

Primary worker/licensor:
 Cake, Caitlin M., III
 (123) 456-7890 Ext. 1234
caitlin.cake@wisconsin.gov

Actions:
 Please select an action ▼

View provider information

Assignments Basic Licenses Parent Agency

Placements Provider Services Services

Licenses

Facility License

10/01/2015 - 09/30/2017	Regular	Pending
02/06/2015 - 09/30/2015	Regular	Active
10/11/2013 - 12/31/2014	Regular	Made in Error
10/11/2013 - 02/05/2015	Regular	Modified
01/01/2013 - 10/10/2013	Regular	Renewed
07/01/2012 - 12/31/2012	2nd Probationary	Renewed
01/23/2012 - 06/30/2012	1st Probationary	Renewed

7. On the Facility License page, click the License Information tab. Click on the [Pending](#) hyperlink to complete the re-licensing process.

Facility License - Windows Internet Explorer

eWiSACWIS

Print Spell Check Help

Provider

Name: [ABC Shelter Care \(9221765\)](#) Licensor: Conn C. Corn, Jr.
 Type: Shelter Care Class: Small

Provider License Information Fees Site Visits Non-Site Visits Enforcements Complaints/SIRs

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
		Pending	

Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
Regular	Closed	06/03/2013	02/04/2015	30	13 to 18	Male/Fem	Conn C. Corn, Jr.
Regular	Renewed	07/01/2011	06/02/2013	30	13 to 18	Male/Fem	Conn C. Corn, Jr.
1st Probationary	Renewed	01/10/2011	06/30/2011	30	13 to 18	Male	Conn C. Corn, Jr.

Save Close

100%

Amending a License for Age, Gender, or Capacity Change

1. Amending a license for a change in age, gender, or capacity is done via the Private Provider page. To access the Private Provider page, click on the provider's name via your desktop.

eWiSACWIS Actions Financial State Security Refresh Search Caitlin M. Cake (Milwaukee C

Home Cases (426) **Providers (193)** Workers (64) Approvals (1107) Access Reports (121) JCPC Referrals (3) Home Inquiries (32)

ABC Shelter Care (9221825)

Provider details:
Shelter Care
License status: Pending - Regular

Provider address:
321 1st Street
Madison, WI 53701 (Dane County)
(608) 123-1234

Primary worker/licensor:
Cake, Caitlin M., III
(123) 456-7890 Ext. 1234
caitlin.cake@wisconsin.gov

Actions:
Please select an action

[View provider information](#)

2. On the Private Provider page, click on the Services tab. Update the Max # of Placements Preferred, Males Preferred, Females Preferred, Age, or Total Bed Capacity as needed.

Private Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic
Name: ABC Shelter Care (9221825) Open Date: 10/10/2013 Type: Shelter Care Status: Open
Lcns. Type: Licensed by State of WI Lcns. Agency: BHOHC ☐ Restricted Provider

Provider Background Checks Characteristics **Services** Closing History

Provider Preferences

Max # of Placements Preferred: 20
Males Preferred: 10
Females Preferred: 10
Age: From: 13 To: 17

Provider Details

Total Bed Capacity: 20

	Male	Female	Total
Capacity:	10	10	20
Placements:	0	0	0
Reservations:	0	0	0
Vacancies:	10	10	20

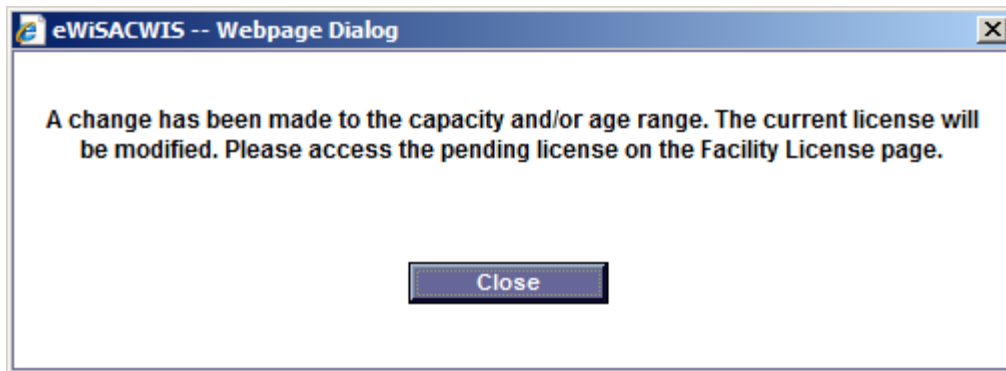
Active Services

County: Milwaukee [Edit Services](#)

Category	Type	Status
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Save Close

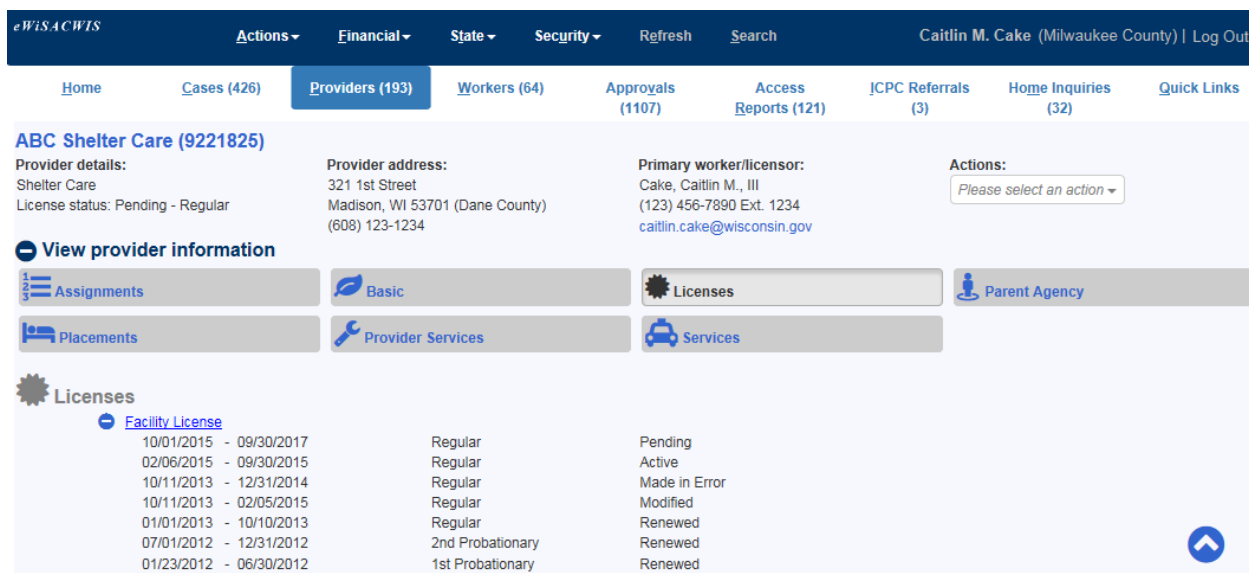
3. Then click Save. You will receive the following message:



Note: The effective date of the amended license will be tomorrow.

Click Close on the message.

4. Click Close on the Private Provider page to return to your desktop.
5. Via the desktop, click on the provider icon to expand the provider. Click on the Licenses icon to expand the Licenses. Click on the [Facility License](#) to access the pending license.



License Start Date	License End Date	License Type	License Status
10/01/2015	09/30/2017	Regular	Pending
02/06/2015	09/30/2015	Regular	Active
10/11/2013	12/31/2014	Regular	Made in Error
10/11/2013	02/05/2015	Regular	Modified
01/01/2013	10/10/2013	Regular	Renewed
07/01/2012	12/31/2012	2nd Probationary	Renewed
01/23/2012	06/30/2012	1st Probationary	Renewed

6. On the Facility License page, click on the [Create License](#) hyperlink to complete the re-licensing process.

Facility License - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Provider

Name: [ABC Shelter Care \(9221825\)](#) Licensor: Caitlin M. Cake

Type: Shelter Care Class:

Provider | **License Information** | **Fees** | **Site Visits** | **Non-Site Visits** | **Enforcements** | **Complaints/SIRs**

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
	10/11/2013	Create License	10/11/2013

Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
Regular	Active	01/01/2015	02/05/2015	20	13 to 18	Male/Ferr	Caitlin M. Cake
Regular	Renewed	01/01/2013	12/31/2014	30	13 to 18	Male/Ferr	Conn C. Corn, Jr.
2nd Probationary	Renewed	07/01/2012	12/31/2012	30	13 to 18	Male/Ferr	Conn C. Corn, Jr.
1st Probationary	Renewed	01/23/2012	06/30/2012	30	13 to 18	Male/Ferr	Conn C. Corn, Jr.

Save **Close**

100%

7. On the License Information page, the Amended checkbox will be selected. Add any applicable amendment reasons and document the date the LOT (Letter of Transmittal) was sent. Click Save. Under Options, select the Facility License and Letter of Transmittal option to create the license and LOT and click Go.

License Information -- Webpage Dialog

eWiSACWIS TM Print Spell Check ABC Help ?

Provider

Name: [ABC Shelter Care \(9221825\)](#) Licensors: Caitlin M. Cake [Search](#) ☐ Completed

Type: Shelter Care Status: Pending

Application Activity

Materials Sent to Licensee: 00/00/0000 Application Materials Received: 10/11/2013

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 10/11/2013

License

License Type: Regular ☒ Amended Amended Reason: change in capacity

Effective From: 02/06/2015 Operated for Profit: ☒

Effective To: 09/30/2015 Owner Type: Corporation/Profit

LOT Sent: 02/05/2015 Capacity: 30 Gender: Male/Female Age Range: 13 to 17

Amount Due: \$181.50 Sponsor:

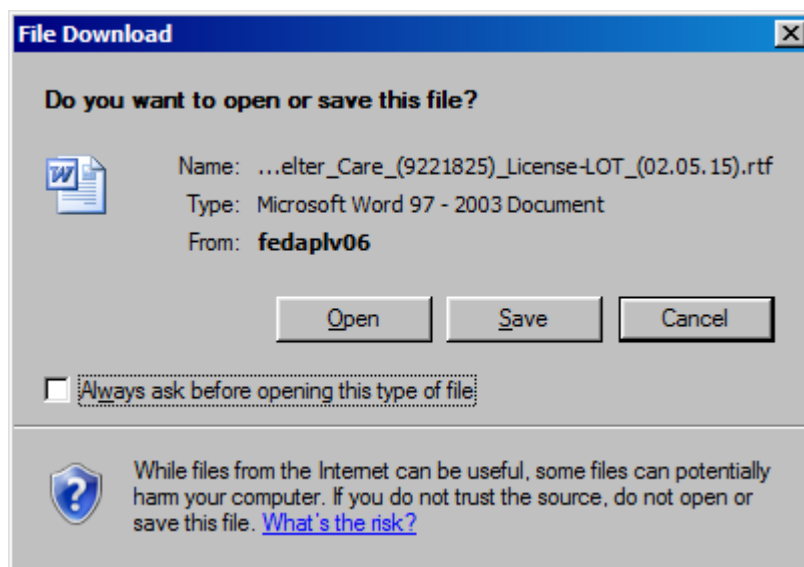
Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options: **Text** [Go](#) [Save](#) [Close](#)

- Facility License and Letter of Transmittal
- Final Notice - Probationary License Expiring
- License Continuation Process
- Warning - Past Due License Continuation Process

8. A pop-up to either open or save the license and LOT will appear. Select “Save” and save the file to a location on your computer. To add the license and LOT to PIE, access the documents from the location on your computer.



9. Once the license and LOT have been saved, click the Completed checkbox on the License Information page to complete the amendment.

License Information -- Webpage Dialog

eWiSACWIS TM Print Spell Check ABC Help ?

Provider

Name: [ABC Shelter Care \(9221825\)](#) Licensors: Caitlin M. Cake [Search](#) ☒ Completed

Type: Shelter Care Status: Pending

Application Activity

Materials Sent to Licensee: 00/00/0000 Application Materials Received: 10/11/2013

Warning Notification: 00/00/0000 Final Notification to Licensee : 00/00/0000

Decision: Create License Decision Date: 10/11/2013

License

License Type: Regular ☒ Amended Amended Reason: change in capacity

Effective From: 02/06/2015 Operated for Profit: ☒

Effective To: 09/30/2015 Owner Type: Corporation/Profit

LOT Sent: 02/05/2015 Capacity: 30 Gender: Male/Female Age Range: 13 to 17

Amount Due: \$181.50 Sponsor:

Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options: Go

Amending a License for Change in Specialized Programs

1. Amending a license for a change in specialized programs requires an additional licensing action. To access the Additional Licensing Actions page, click on the [Facility License](#) for the Active license from your desktop.

Provider Group Home (9221805)

Provider details:
Group Home
License status: Pending - Regular

Provider address:
123 State Street
Madison, WI 53701 (Dane County)
(608) 123-4567

Primary worker/licensor:
Fun, Fawn
fawn.fun@email.com

Actions:
Please select an action

View provider information

Assignments Basic Licenses Parent Agency

Licenses

Effective From	Effective To	License Type	Status
02/05/2015	08/31/2016	Regular	Pending
09/01/2014	02/04/2015	Regular	Active
06/04/2013	08/31/2014	Regular	Renewed
09/01/2012	06/03/2013	Regular	Modified
09/01/2012	08/31/2014	Regular	Made in Error
09/01/2011	08/31/2012	Regular	Renewed
03/01/2011	08/31/2011	2nd Probationary	Renewed
09/24/2010	02/28/2011	1st Probationary	Renewed

2. On the Facility License page, click on the License Information tab. In the License Information section, click the [Regular](#) hyperlink to access the License Information page for the current license.

Facility License - Windows Internet Explorer

eWiSACWIS

Print Spell Check Help

Provider Name: [Provider Group Home \(9221805\)](#) Licensor: Fawn Fun
Type: Group Home Class: Corporation

Provider License Information Fees Site Visits Non-Site Visits Enforcements Complaints/SIRs

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
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Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
Regular	Active	09/01/2014	08/31/2016	8	0 to 18	Female	Fawn Fun
Regular	Renewed	09/01/2012	08/31/2014	8	0 to 18	Female	Fawn Fun
Regular	Modified	09/01/2011	08/31/2012	8	0 to 18	Female	Fawn Fun
2nd Probationary	Renewed	03/01/2011	08/31/2011	8	0 to 18	Female	Fawn Fun
1st Probationary	Renewed	09/24/2010	02/28/2011	8	0 to 18	Female	Fawn Fun

Opens License Information

Save Close

3. Select Additional Licensing Actions from the Options drop-down and click Go.

License Information -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider

Name: [Provider Group Home \(9221805\)](#) Licensors: Fawn Fun ☒ Completed

Type: Group Home Status: Active

Application Activity

Materials Sent to Licensee: 06/25/2014 Application Materials Received: 07/24/2014

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 08/14/2014

License

License Type: Regular ☐ Amended

Effective From: 09/01/2014 Operated for Profit: ☒

Effective To: 08/31/2016 Owner Type: Corporation/Profit

LOT Sent: 08/14/2014 Capacity: 8 Gender: Female Age Range: 0 to 18

Amount Due: \$266.20 Sponsor:

Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options: [Go](#) [Save](#) [Close](#)

Actions

Additional Licensing Actions

Text

Facility License and Letter of Transmittal

Final Notice - Probationary License Expiring

License Continuation Process

4. On the Additional Licensing Actions page, select from the Action drop-down.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic

Provider: [Provider Group Home \(9221805\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
<div> Close Make in Error Modify Place on Hold </div>	00/00/0000	Reason(s):	

[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

5. On the Licensing Action Reasons page, select the appropriate reason(s) for amending the license. Then click

December 2017

Continue.

Licensing Action Reasons -- Webpage Dialog

eWiSACWIS UAT Resource Print Spell Check Help

Licensing Action Reasons

Action: Modify

Reason

Select All That Apply

- ☐ Change in Age Served
- ☐ Change in Capacity
- ☐ Change in Gender Served
- ☐ Change in Geographic Area Served
- ☐ Change in Specialized Programs
- ☐ Change in Target Group
- ☐ Change of Corporate Address
- ☐ Change of Corporation Name
- ☐ Change of Facility Name

Continue

6. The reason(s) will display on the Additional Licensing Actions page. Enter the Effective From date. The Effective From date must be prior to today's date, as the pending license that is created as result will be effective the day after the Effective From date.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS UAT Resource Print Spell Check Help

Basic

Provider: [Provider RCC, RCC \(8065782\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Modify	10/03/2016	Reason(s): Change in Age Served	

Insert

Options: Actions Approval Go Save Close

7. Since each licensing action has an effect on the status of the license, it must go through the approval
- December 2017

process. Select Approval from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue to return to the Additional Licensing Actions page.

The screenshot shows a web browser window titled "Approval History -- Webpage Dialog". The page has a blue header with the "eWiSACWIS" logo and navigation links for Print, Spell Check, and Help. The main content area is divided into four sections:

- Document Information:** Contains fields for Provider (Provider Group Home), Type (Additional Licensing Actions (Facility)), and Date (02/05/2015).
- Approval Decision:** Features four radio buttons: Approve (selected), Reroute, Recall/Return, and Not Approve. There is also a "Clear" link.
- Supervisor Approval:** Includes a message: "You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select 'Other' to select the appropriate party." Below this, the Supervisor is listed as "Caitlin M. Cake" with an "Other" link.
- Approval History:** Contains a table with the following data:

Worker Name	Status	Date	Action
Fawn Fun	Initial	02/05/2015	Initial

At the bottom right of the dialog, there are "Continue" and "Close" buttons.

- Click Save on the Additional Licensing Actions page. You will receive the following message. Click Yes.

The screenshot shows a confirmation dialog box titled "eWiSACWIS -- Webpage Dialog". The message inside reads: "You are about to approve a license action to Modify the license. This action will create a pending license record. Are you sure you want to continue?". At the bottom, there are "Yes" and "No" buttons.

- This will send the approval to your supervisor. The Additional Licensing Actions page will update once your supervisor approves the additional licensing action. Click the Close button.
- You will return to the License Information page; click the Close button.

11. After your supervisor approves the additional licensing action, you can refresh your desktop and see a new Pending license has been created. Access the Pending license from the Licenses icon.

Provider Group Home (9221805)

Provider details:
Group Home
License status: Pending - Regular

Provider address:
123 State Street
Madison, WI 53701 (Dane County)
(608) 123-4567

Primary worker/licensor:
Fun, Fawn
fawn.fun@email.com

Actions:
Please select an action ▾

View provider information

Assignments Basic Licenses Parent Agency

Licenses

Facility License

Effective From	Effective To	License Type	Status
02/05/2015	08/31/2016	Regular	Pending
09/01/2014	02/04/2015	Regular	Active
06/04/2013	08/31/2014	Regular	Renewed
09/01/2012	06/03/2013	Regular	Modified
09/01/2012	08/31/2014	Regular	Made in Error
09/01/2011	08/31/2012	Regular	Renewed
03/01/2011	08/31/2011	2nd Probationary	Renewed
09/24/2010	02/28/2011	1st Probationary	Renewed

12. On the Facility License page, click on the License Information tab. You will see the pending license appears in the Application Activity section. Click on the [Create License](#) hyperlink to open the License Information page.

Facility License - Windows Internet Explorer

eWiSACWIS

Print Spell Check Help

Provider
Name: [Provider Group Home \(9221805\)](#)
Type: Group Home

Licensor: Fawn Fun
Class: Corporation

License Information

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
06/25/2014	07/24/2014	Create License	08/14/2014

Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
Regular	Active	09/01/2014	02/04/2015	8	0 to 18	Female	Fawn Fun
Regular	Renewed	09/01/2012	08/31/2014	8	0 to 18	Female	Fawn Fun
Regular	Renewed	09/01/2011	08/31/2012	8	0 to 18	Female	Fawn Fun
2nd Probationary	Renewed	03/01/2011	08/31/2011	8	0 to 18	Female	Fawn Fun
1st Probationary	Renewed	09/24/2010	02/28/2011	8	0 to 18	Female	Fawn Fun

Save Close

100%

13. Update the specialized programs (or whichever field(s) needs to be changed due to the modification to the license) and document the LOT Sent date. To export the license and LOT, select the Facility License and Letter of Transmittal option and click Go.

License Information -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider

Name: [Provider Group Home \(9221805\)](#) Licenser: Fawn Fun [Search](#) ☐ Completed

Type: Group Home Status: Pending

Application Activity

Materials Sent to Licensee: 06/25/2014 Application Materials Received: 07/24/2014

Warning Notification: 00/00/0000 Final Notification to Licensee : 00/00/0000

Decision: Create License Decision Date: 08/14/2014

License

License Type: Regular ☒ Amended Amended Reason: Change in specialized programs

Effective From: 02/05/2015 Operated for Profit: ☒

Effective To: 08/31/2016 Owner Type: Corporation/Profit

LOT Sent: 00/00/0000 Capacity: 8 Gender: Female Age Range: 0 to 18

Amount Due: \$0.00 Sponsor:

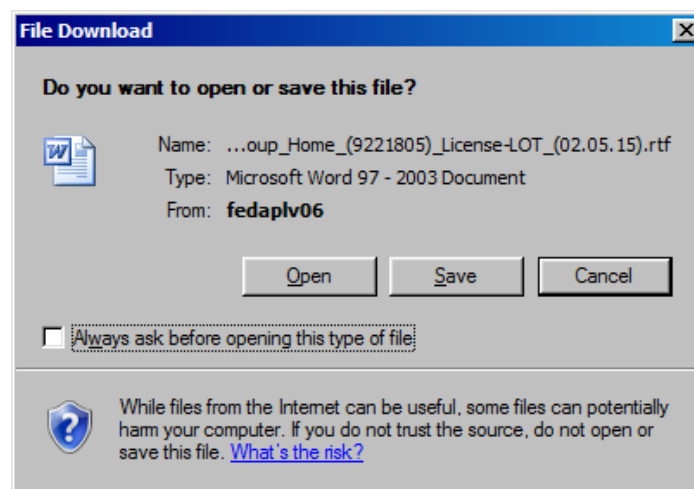
Specialized Program(s) (select all that apply): Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2 ☐

☐ Change Licensee (Parent Agency):

Options: Text [Go](#) [Save](#) [Close](#)

Facility License and Letter of Transmittal
Final Notice - Probationary License Expiring
License Continuation Process
Warning - Past Due License Continuation Process

14. A pop-up to either open or save the license and LOT will appear. Select “Save” and save the file to a location on your computer. To add the license and LOT to PIE, access the documents from the location on your computer.



15. To approve the license, click on the Completed checkbox. Then click Save and then Close.